



Forest Lake

Forest Lake Property Owners' Association
6180 Bobcat Tr., Alger, MI 48610 989-836-2155

F.L.P.O.A. FACILITIES RENTAL AGREEMENT

Date of Rental: _____ Time of Rental: _____ am / pm

Name _____

Home Address _____

City: _____ State: _____ Zip: _____

Phone # _____ Cell Phone # _____

DEPOSIT \$ _____ Date Paid _____ Check # _____

RENTAL \$ _____ Date Paid _____ Check # _____

****Rental fee must be paid in full at least 1 week prior to event****

Purpose of Rental: _____

A CERTIFICATE OF LIABILITY INSURANCE NAMING THE FLPOA AS CERTIFICATE HOLDER FROM YOUR INSURANCE AGENT AND LIABILITY COVERAGE OF AT LEAST \$500,000 IS MANDATORY WHEN RENTING ANY FLPOA FACILITIES

Clubhouse only between the hours of 8am and 11pm.

_____ 4 Hour Rental _____ Members: \$250.00 rent + \$250.00 security deposit

_____ All Day Rental _____ Members: \$450.00 rent + \$250.00 security deposit

_____ Prior Day Setup _____ If available - \$50.00 rent with 4 hour maximum

Park Pavilion

_____ All Day Rental _____ \$75.00 rent + \$100.00 security deposit

Clubhouse Park & Serving Area

_____ All Day Rental _____ \$25.00 rent + \$25.00 security deposit

Barbeque Pit

_____ Barbeque Pit #1 _____ \$25.00 rent + \$25.00 security deposit

_____ Barbeque Pit #2 _____ \$25.00 rent + \$25.00 security deposit

Sandhill Crane Park Pavilion "A" (West End)

_____ All Day Rental _____ \$22.00 rent + \$20.00 security deposit

Sandhill Crane Park Pavilion "B" (West End)

_____ All Day Rental _____ \$22.00 rent + \$20.00 security deposit

Seating capacity of the Clubhouse is limited to 150. The Clubhouse is a NON-SMOKING facility.

If the seating capacity is exceeded, your security deposit will be forfeited.

The BOD has scheduled meetings every 2nd Saturday of March, May, July, August and the 1st Saturday in November.

If you wish to rent on those days, you understand that you will have to wait until after the meeting has adjourned.

- a) **Entire Day** means from 9AM to 11PM. The facility is to be vacated and cleanup is to be done by 12AM at the latest. Any time past 12AM will be charged at the rate of \$50.00 per hour or part thereof. Overnight use is strictly prohibited.
- b) **Members** means a property owner (as defined in the current by-laws) in good standing who wishes to rent the facility for a personal or family related activity.
- c) **Clubhouse** means the entire building. This includes the use of the kitchen, stove, oven, refrigerator, coffee maker, tables & chairs, 2 large black floor fans and bathrooms. Use of any other items found in the kitchen area is prohibited. You must supply your own dishes, serving utensils and silverware.

THE OVENS AND KITCHEN AREA MUST BE LEFT CLEAN. OR YOUR SECURITY DEPOSIT WILL BE FORFEITED. *

Failure to call security when checking out may result in the forfeiture of your deposit*

- 1) If you want to get into clubhouse the night before to decorate, you must contact the office or security and make arrangements. Due to conflicts, this might not always be possible to arrange.
- 2) A walk-through inspection will be done prior to renting with Forest Lake Security and any damage or irregularities must be noted on the inspection sheet at that time. This is for your protection. If damage is discovered after you rented the hall and it is not noted on the sheet, we must assume it was caused by you, and part, or all, of your security deposit will be used to repair it.
- 3) If there is no damage and the other use provisions have all been adhered to, deposits will be returned within two weeks after use of facilities. Final inspection of facilities and equipment used must have been completed and approved by the Forest Lake Association Representative.
- 4) Unless otherwise occupied, the clubhouse will be available free of charge for any property owner in good standing who wishes to use it for a property owner's 50th Wedding Anniversary or for a property owner's and/or spouse's funeral reception. The security deposit, however, will still be required.
- 5) The rental of the Clubhouse may include the presence of an appointed FLPOA representative.

The Lessee agrees to the following conditions:

- a) To inspect in the presence of Forest Lake Security, the facilities I wish to use just prior to said use & immediately after said use. Signature is required on pre and post checklist.
- b) I accept the responsibility for returning the Clubhouse, as well as any other facilities or equipment used, to the same condition as I found it. The computer cabinet in the fireplace room cannot be moved and the fireplace can only be operated by a Forest Lake employee at the beginning and end of the rental.
- c) If it is determined that the facility or equipment rented is not in the same condition as originally rented, I agree to forfeit any or all of my security deposit and agree to reimburse the FLPOA for all additional costs incurred to clean, repair or replace facilities and/or equipment required in order to return the items in question to their condition prior to my rental.
- d) I agree to contact the Central Michigan Health Department regarding food service permits when providing food to the public. I understand I cannot use the Forest Lake Association name if selling raffle tickets or fundraising. I must obtain a permit through the Michigan Charitable Gaming Commission.
- e) I agree to be responsible for and pay for any personal injury, bodily injury, sickness, disease, death or property damage including consequential loss arising out of, or in any way due to or resulting from my rental, lease, use or occupancy, or that of my guests or invitees, of FLPOA premises, facilities, property, supplies or equipment and the extent permitted by law, to release, defend, protect, indemnify and hold harmless the FLPOA, its Directors, officers, employees, volunteers, members, representatives and agents and their heirs and assigns, from and against any and all demands, claims or suits, including all costs thereof, relating thereof, relating thereto or resulting therefrom.
- f) I am aware that I must not allow the serving of any controlled substance to minors. It is the responsibility of the lessee to assure compliance with all applicable State liquor laws.
- g) I am aware that as the lessee, I must be present in the clubhouse throughout the duration of use. I will not leave the premises until I have contacted Forest Lake Security and they have arrived and secured the premises.
- h) I am aware that all locked closets and locked cabinets are not to be violated.
- i) I will not use any equipment, building or facilities other than as indicated in this agreement.
- j) The tables and chairs are for use by everyone, but must be protected from damage. *Do not sit or stand on any tables.*
- k) No pets! Only documented service animals allowed on the premises.
- l) **NO SMOKING ALLOWED!**

I hereby state that I have read and agree to all of the foregoing terms and conditions.

Signature of Lessee

Date

FLPOA Signature

Date